



## **Job Description**

**Title – Custody Administrator**

**Version- 2.1 Date – 04/09/2018**

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<b>Post Number:</b>	JC090
<b>Grade /Scale:</b>	3
<b>Weekly Hours:</b>	37
<b>Department:</b>	Criminal Justice
<b>Status:</b>	Established
<b>Responsible To:</b>	Custody Manager
<b>Responsible for:</b>	No Staff
<b>Location Work base:</b>	Euston Street
<b>Job Role /Purpose:</b>	To provide efficient and effective administrative support to Custody as required by the Custody Inspectors and Criminal Justice Management Teams.
<b>Contacts:</b>	External Agencies Officers and staff of the Force. Custody Staff Criminal Justice Senior Management
<b>Equality and Diversity</b>	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

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### **Person Specification**

#### **Knowledge, Skills & Abilities**

##### **Essential Criteria**

*A clear definition of the necessary criteria.*

##### **Knowledge/ Education** (including qualifications):

1. To be educated to GCSE Grade C or equivalent in English Language and Maths or be able to demonstrate the ability to the above level by work experience.

##### **Work Experience:**

2. Demonstrate experience of working with priorities whilst maintaining accurate and up to date paperwork.
3. Demonstrate experience of compiling well-structured reports and written summaries.
4. Demonstrate experience of working with outside agencies and external customers.

**Personal / Interpersonal Skills, Aptitudes:**

5. Demonstrate the ability to ensure that written and spoken communication is accurate and well structured.
6. Demonstrate the ability to manage customer expectations.
7. Demonstrate the ability to take personal responsibility for making things happen and achieving results whilst displaying motivation and commitment with a high degree of integrity.
8. Demonstrate the ability to consider and show respect for the opinions, circumstances and feelings of people, no matter what their race, religion, position, age, background, circumstances, status or appearance.

**Special Skills:**

9. To have knowledge of Microsoft office systems.
10. Are able to lift move and carry filing and deliveries

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

**Desirable Criteria**

*Where available, elements that contribute to improved / immediate performance in the job.*

**Knowledge/ Education** (including qualifications):

10. To be educated to ECDL level or equivalent.

**Special Skills:**

11. To be able to use packages, Niche including Crime and Property, Niche Custody, Storm,
12. To have experience in an Admin / Finance related environment using computerised systems

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

### **Core Responsibilities/ Accountabilities**

#### **Operational:**

1. To provide a system whereby officers can obtain CCTV images and audio recordings.
2. To maintain the correct records relating to this function and liaise with Data Protection where necessary.
3. To liaise with Estates, Information Technology (IT) and Property Services regarding all aspects relating to the maintenance of the building.
4. Daily checks on Niche to update records relating to Custody Records
5. To ensure all Custody CCTV is operational, report faults, obtain quotes and authorise payments for faults to be repaired.
6. Maintain a document filing system for Custody Documents as required these will include Independent Custody Visit forms and Prisoner Escort Forms (PER) etc

#### **Communication:**

##### **Examples**

1. To Meet contractors on arrival, sign in, agree work to be completed, give access where defect is and on completion check work before leaving the building.
2. To provide information to officers and staff in respect of Custody staff via telephone and email on a daily basis.
3. To deal with internal and external queries, and requests for information relative to Custody on a daily basis
4. To act as a contact point by developing and maintaining a network of contacts with Investigators, Solicitors, Officers, Prosecution Teams regarding information prisoner disposal and those on bail.
5. Using Data Protection principals obtains information from NSPIS and CIS to reply in a concise and timely manner.
6. To act as a contact point by developing and maintaining a network of contacts with Partner Agencies such as NHS Partnership Trust (Mental Health Workers) Care and Custody (Medical Staff) and G4S (Detention Officers) and liaise with the Force Contracts Officer regarding issues raised.

#### **Administration & Finance:**

1. To maintain the petty cash for Custody and imprest account.
2. To handle routine correspondence including drafting and typing replies.
3. To sort and distribute incoming mail and prepare outgoing mail for despatch.
4. To accept cash and cheques in respect of fees and charges and other income and issue receipts.
5. To maintain a document filing system and retrieve files and documents where necessary.
6. To maintain an inventory of all equipment held within the Custody Suites.
7. To monitor correspondence registers to ensure Force Standards are achieved. Monitors and updates group emails and diaries for Custody Staff.
8. To take and produce minutes of meetings as required by the Criminal Justice Management Team.
9. Allocate lockers to officers and issue pocket books to officers as required.
10. To ensure stock levels at Custody Suites are maintained and to complete ordering of

Custody consumables, authorise payment and take delivery.

**General:**

1. Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people
2. Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.
3. To receive deliveries checking delivery notes against orders
4. This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities
5. Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role

**Other:**

[Please enter text here ]

*\* Reasonable adjustments will be considered under the Equalities Act 2010.*

### Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

We analyse critically  
We are innovative and open-minded  
We are emotionally aware  
We take ownership  
We are collaborative  
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity  
Impartiality  
Transparency  
Social responsibility

### Other

**Security Check Levels refer to vetting for the specific levels that relate to this job role:**

- 1) Please select one - Recruitment Vetting (RV) ☒ or Management Vetting (MV) ☐
- 2) Please select one - Counter Terrorist Checks (CTC) ☐ or Security Check (SC) ☒
- 3) Please select one - Developed Vetting (DV) ☒ or N/A ☐

**Date line manager checked vetting level needed :**

**Car User:** Yes ☐ / No ☐ - Essential /Casual Allowance {per mile / day etc}: Please enter text here

**Budgetary Management:** Yes ☐ / No ☐ Budget Value approximate value £ Please enter text here

**Additional Information:** Please enter text here

### Reasonable adjustments

Please enter text here

Organisation Chart

Manager Level

Team Leader Level

Supervisor Level

Administration  
Level

Administration  
Level

Administration  
Level

Clerk Level

Clerk Level

Clerk Level